



Thurston County is seeking a progressive and innovative leader to serve as its next

SUPERIOR COURT ADMINISTRATOR

Compensation: \$86,000 - \$115,000

Depending on Qualifications

Plus Excellent Benefits





SUPERIOR COURT

Thurston County, Washington

ABOUT THURSTON COUNTY

Thurston County is located at the southern end of the Puget Sound in the beautiful Pacific Northwest. The majestic Mount Rainier and the rugged Cascades are nearby to the east, while Washington's Pacific coastline is just an hour's drive to the west. Thurston County is 60 miles south of Seattle, Washington, and 100 miles north of Portland, Oregon.

Thurston County is home to Washington's state capital, the city of Olympia, and is in close proximity to neighboring cities, Lacey and Tumwater. The County is now home to about 254,000 residents with approximately half living in the urban tri-city area, while others prefer the smaller towns of Yelm, Tenino, Rainier, Bucoda, and the unincorporated Thurston County area.

In 2009, Forbes Magazine ranked Thurston County as one of the top ten places in the United States to do business. This ranking reflects high performance and growth that is driven by low housing costs, low cost of living, ever increasing job growth, recreational and cultural opportunities, and outstanding schools.

Thurston County boasts a number of freshwater lakes, miles of hiking and biking paths, public prairie lands, and the adjoining 3,700-acre Nisqually National Wildlife Refuge, all of these provide many opportunities for outdoor recreation. Clean air, clean water, a healthy economy, and close proximity to major metropolitan areas make Thurston County one of the most desirable places in the country to live, work, and play.



ABOUT SUPERIOR COURT

The mission of the Superior Court is to serve the public through the prompt resolution of criminal and civil cases in a manner that ensures access and fair treatment.

Thurston County Superior Court is a state trial level court of general jurisdiction. The Court has statewide jurisdiction and hears felony and other criminal matters, civil cases including real property, domestic relations, appeals from lower courts (Thurston County District and Municipal Courts), and appeals from state administrative agencies, and matters of statewide significance.

Thurston County Superior Court has eight full-time elected judges who preside over all Superior Court matters and two full-time Superior Court Commissioners.



The Superior Court Administrator is the executive officer of the Superior Court of Thurston County. The position is "at-will" and works at the pleasure of the Superior Court Judges. This position is critical to the Court's mission, goals, and strategic plan and the efficient and timely administration of justice. The position requires the exercise of broad discretion to provide critical, effective, and efficient delivery of services of the Superior Court. The Superior Court Administrator is the key administrative managerial position in the Superior Court. The position works closely with the Presiding Superior Court Judge who is selected by the Board of Judges. All non-judicial functions of the Superior Court also are included as part of the managerial duties of the Superior Court Administrator.



SUPERIOR COURT

Thurston County, Washington

POSITION RESPONSIBILITIES

Administrative

- Serves as the judicial administrator and supervisor for the daily operations of the Superior Court.
- Daily oversight of the court's operations; development and implementation of policies and procedures; budget development; personnel management; records management; facilities management; case-flow management; jury system administration; identifies and resolves technological needs and challenges; oversight of projects, grants, and contracts; and other duties as required.
- Provides managerial leadership for selection, supervision, mentoring, and evaluation of non-judicial staff.
- Proposes and designs alternatives for improved program effectiveness and efficiency for delivery of legally mandated services; and implements improvements to programs, professional services, and operating systems.

The Board of Judges

- Cultivates a positive public image and awareness of the Courts; plans and participates in community relations programs; and develops and maintains relationships and articulates intent of the Board of Judges with the Board of County Commissioners, county executives, legislators, and law and justice stakeholders.
- Develops plans and processes to facilitate organizational decision making; ensures preparation of agenda and minutes for Board and Committee meetings; ensures maintenance of meeting records and follow up action.
- Ensures implementation and proper documentation of the decisions of the Board of Judges.
- Communicates accurately the needs of the court, progress on goals, and accomplishments through effective oral presentation and documents.

Resource Development

- Advises judges of governmental programs designed to improve the judicial system and develops resources to enhance programs and ensure sustainability. Oversees grant application submissions, administration, and compliance.
- Directs the development and administration of the Court's budget based on staffing and resource requirements, cost estimates, legal mandates/directives, revenue projections and departmental goals. The position assists the Superior Court Judges with implementation of the Court's budget.

IDEAL CANDIDATE

The successful candidate must be able to understand and work with the Board of Judges, develop and carry out long-range plans, manage programs, supervise staff, and establish and maintain effective working relationships with individuals and groups.

The position represents the Court, and therefore requires strong communication and interpersonal skills, the ability to lead with integrity and influence others, and the organizational skills to manage multiple high-level priorities. The ideal candidate is highly respected by professional peers and in the community.

The position requires experience with progressive management practices and the ability to foster a supportive work environment where staff can work independently while being accountable for their areas of responsibility. The ideal candidate must have a collaborative and team-oriented management style, and must be willing to learn new things and pitch in when needed at any level.

The ideal candidate must be approachable by staff at all levels and able to establish an atmosphere of mutual respect and cooperation through organizational change. He or she must be receptive to new ideas, encourage innovation, and have a positive attitude.

The successful candidate will be required to immediately assist the Court in developing a new organizational structure and will be responsible for implementing the new organizational structure.



SUPERIOR COURT

Thurston County, Washington

COMPENSATION AND BENEFITS

Thurston County offers a monthly salary range from \$7,247 up to \$9,663 depending on qualifications.

The County also has excellent medical, dental, vision, and basic life insurance coverage for its employees and dependants. Other benefits include Washington State PERS retirement, paid holidays, and paid time off. Optional benefits include: term life insurance, accidental death and dismemberment insurance, flexible spending account for medical and deferred compensation.



QUALIFICATIONS

- Bachelor's degree in public/business administration, court administration, or related field.
- Five years of progressively responsible management experience in court administration or equivalent.
- Three years of supervisory experience including hiring, performance management, employee discipline, and developing expectations.
- Must successfully pass criminal background and reference checks.

In addition the following is highly desired:

- A Masters degree in Public/Business Administration, Court Administration or a Fellow of the National Center for State Courts' Institute for Court Management is highly desired.
- Experience with the following: superior courts, court administration, court operations, jury management, accounting, budgeting, recordkeeping, purchasing, contracting, public records and media responses, and current office software.

TO APPLY

To be considered please submit the following:

- Thurston County application form;
 - Resume and letter of Interest explaining why you seek the position and how you qualify;
- Application can be found at [Thurston Count Human Resources](#) web page.

Send all application materials to:

Thurston County Human Resources

Attn: Devi Watson

2000 Lakeridge Drive SW

Olympia, WA 98502-6045

Application packages will be accepted until
5 p.m., **May 30, 2014.**

All applications must include an original signed application to be considered complete. Faxed and emailed applications will not be accepted.

OTHER INFORMATION

If you have questions regarding this recruitment please: WatsonD@co.thurston.wa.us. Additional information can be found on our website at www.co.thurston.wa.us.

EQUAL OPPORTUNITY EMPLOYER

Thurston County is committed to affirmative recruitment and diversity in employment. Thurston County's Policy provides equal opportunity to all persons seeking or having access to its employment, services and activities, free from restriction based on their protected status, including race, color, religion, national origin, age, sex, disability, marital status, military or veteran status, and sexual orientation. Applicants with disabilities who need accommodation with the application or selection process should contact Thurston County's Human Resources, at (360) 786-5498 or TDD (360) 754-2933.



Creating Solutions for Our Future